Recruitment Management System (RMS) Upgrade Update

RMS HR Users,

Please review the information below related to RMS Upgrade Website Access.

Production Site – Available April 16 – April 20, 2015

During the production period agencies should review job postings and user accounts. Agencies may also change the "Draft" job postings to the "Imported from 5.8" status during this period per the instructions provided in RMS Upgrade Communication #7. The "Draft" status can also be changed on and after April 21, 2015.

Internal Site (HR Site) - https://upgrade252.peopleadmin.com/hr/

External Site (Applicant Site) - https://upgrade252.peopleadmin.com/ (HR USE ONLY – DO NOT DISTRIBUTE)

Live Site – Available April 21, 2015

On and after the April 21, 2015 launch date, agencies must begin using the upgraded Recruitment Management System (RMS). This system replaces the current RMS and should be used to post all new jobs on and after April 21, 2015.

Internal Site (HR Site) - https://virginia.peopleadmin.com

External Site (Applicant Site) - https://jobs.agencies.virginia.gov

Training Sites - Available April 16, 2015

Agencies may begin using the training sites on April 16, 2015. The training site will contain agency specific data. To start, the training site will only contain job postings and users accounts that were exported in the April 3, 2015 data load. The training site will update on the first and third Saturday of each month similar to the current training site. The training site will replace the Sandbox Site previously used for training prior to production.

Internal Site (HR Site) - https://virginia-training.peopleadmin.com/hr

External Site (Applicant Site) - https://virginia-training.peopleadmin.com/

Old RMS 5.8 Site – Available until April 21, 2016

The old RMS 5.8 site will be available until April 21, 2016. Agencies should continue to manage their recruitments in this system until the job posting moves to a final status of filled or cancelled. As of **April 15, 2015 at 5:00 pm,** all job postings in the 5.8 site should be closed and agencies should no longer be accepting applications.

        Internal Site (HR Site) - https://jobs.agencies.virginia.gov/hr

Remember to keep in mind these key dates as we approach the April 21, 2015 implementation date.

- ☑ **April 16 – April 20, 2015:** Agencies can post new jobs in the updated RMS (PeopleAdmin 7) with job open dates on or after April 21, 2015.
- ☑ **April 21, 2015:** The upgraded RMS will "go live"!

Please continue to submit questions and suggestions to rmsinquiry@dhrm.virginia.gov. We are receiving a high volume of questions. We will respond to your email as soon as possible. Thank you for your patience.

dhrm RMS Upgrade Team